



DEFENSE LOGISTICS AGENCY
DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQOC

APR 24 1997

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97- 46, Department of Defense Contractors and President
Clinton's Welfare-to-Work Initiative (POLICY)**

This is a **POLICY** memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All Administrative Contracting Officers (ACO), Contract Administrators and Operations Group Chiefs.

As part of President Clinton's Welfare-to-Work Program, the Department of Defense has developed a plan that addresses the important role that defense contractors play by providing jobs to welfare recipients, wherever possible. While participation in this program is important for the nation, any efforts undertaken by contractors are voluntary. The Department of Defense plan does not include any quotas or requirements for contractors.

The Secretary of Defense has requested, by memorandum dated April 5, 1997, (Attachment 1), that the contracting workforce be aware of the voluntary participation of contractors in the President's Welfare-to-Work Program. In addition, please advise ACOs that the Department of Defense will recognize as allowable costs the amounts that contractors spend for appropriate training under the program. Costs considered allowable include those that help make newly hired welfare recipients become productive employees.

The DCMC Headquarters point for this is Timothy Frank, Contract Payment and Business Practices Team, (703)767-3431, or DSN 427-3431. The Internet address is tim_frank@hq.dla.mil.

ROBERT W. DREWES
Major General
Commander

Attachment





THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301-1000

05 APR 1997

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DIRECTOR, DEFENSE RESEARCH AND ENGINEERING
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR OF ADMINISTRATION AND MANAGEMENT
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Department of Defense Contractors and the President's Welfare-to-Work Initiative

As you know, one of President Clinton's highest priorities is the Welfare-to-Work Program. He has already directed Federal agencies to hire people from the welfare rolls into suitable government jobs, and the Department of Defense has developed the attached plan to meet that charge. Part of that plan speaks to the important role that defense contractors can play by providing jobs to welfare recipients, wherever possible.

I plan to contact defense industry leaders to ask that their companies make every effort to hire welfare recipients for suitable positions. In turn, I request that you notify the contracting executives with whom you deal about the President's initiative and ask for their personal involvement in supporting it. I also ask that you convey to your acquisition workforce the importance of this initiative.

While participation in this program is important for the nation, any efforts undertaken by contractors are voluntary; there are no quotas or requirements. However, the Department will recognize as allowable contracting costs the amounts that contractors spend for appropriate training to help make newly hired welfare recipients become productive employees. Please make this last point widely known within your contracting workforce in case the question is raised by industry.

I would appreciate hearing about your efforts to enlist the defense industry's support for this important Presidential initiative.

Attachment

A handwritten signature in black ink, which appears to read "William L. Cohen", is located below the text "Attachment".

U06162 /97

WELFARE-TO-WORK PLAN: DEPARTMENT OF DEFENSE

The Department of Defense (DoD) is taking an active role in helping the Administration "end welfare as we know it." Through its Welfare-to-Work Program, DoD will build on the skills developed through years of managing such programs as Troops to Teachers, Junior ROTC, and Partnership in Education.

Numbers of Positions. DoD's organizational survey indicates that the defense community should be able to provide roughly 3,500 positions for hiring welfare recipients. Because openings cannot be restricted to welfare recipients, the total must be discounted to accommodate individuals with veterans' preference, spouse preference, and career transition priority. Doing so reduces the total to 2,900, one third of which will be in the civil service, a quarter in nonappropriated fund activities, and the balance with our contractors.

Types of Positions. The positions will be concentrated at the GS-1 and WG-1 and 2 levels, with the vast majority being full-time opportunities. Within the civil service positions, most will be General Schedule positions, while the nonappropriated fund positions will be primarily Wage Grade. Sample positions include office worker, general clerk, sales clerk, laborer, janitor, warehouse worker, food service worker, waiter, and recreation assistant. Positions will be available in all parts of the country.

Program Management. Because of its size, DoD is using a Senior Steering Committee to oversee the program's implementation. This includes representatives from the personnel, finance, legal, and acquisition communities. Each Military Department and Washington Headquarters Services (to cover other parts of DoD) will name a National Program Coordinator, as well as a recruitment and training coordinator for each state or census region.

Recruitment, Hiring, Support, and Marketing. DoD will use all appropriate and available authorities for hiring into the civil service, with an emphasis on the Worker-Trainee Program. The Department will rely on Federal Executive Boards to provide multi-agency coordination, and on the Department of Labor for its expertise in recruiting and preparing individuals for work. DoD will also use e-mail, the worldwide web, television, and print to reach key leaders, employees and their representatives, civilian personnel offices, and welfare recipients. The topic has already been introduced at the bi-monthly meeting of the Defense Partnership Council. An overall program manual, standardized job descriptions, orientation and mentoring resources, and other materials will be distributed across the Department to make the job easier at the local level.

Key Outreach. Setting the stage, Secretary Cohen is issuing a memorandum to all key civilian and military leaders explaining the program and requesting their active cooperation. He is also issuing a memorandum asking that the leadership involve all contracting officers and urge contractors to participate. To further that idea, he will be sending a personal request to individual leaders in the contractor community.